

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **ASSOCIATE ENGINEER**

DEPARTMENT:

BASIC FUNCTION:

Under general direction, perform difficult field and office civil and traffic engineering work in the design, construction and maintenance of public works facilities; to supervise and coordinate public works projects and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class for professional civil engineering work in the design and construction of streets, sidewalks, water and sewage facilities, drainage structures, traffic control devices, and other public capital projects.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Supervise and coordinate project management activities involving municipally sponsored capital works projects.

Work with private developers and engineers to interpret City policies and ordinance requirements, review plans, and coordinate the work involved in privately sponsored residential, commercial and industrial projects.

Review plans, maps, specifications, estimates, and other work for accuracy, presentation, and conduct inspection as appropriate to assure conformance with established engineering practices, laws, policies and ordinances.

Propose and review legal descriptions, subdivisions and easement agreements and other documents relating to public improvements.

Calculate and collect fees and issue permits.

Perform field inspection of public works construction projects.

Represent the City in the community and at professional meetings as required.

Assist in the preparation and administration of the engineering meetings as required.

Assist in the preparation and administration of the engineering division budget.

Coordinate engineering-related activities with other City departments and divisions, and outside agencies.

Supervise, train, and evaluate assigned staff.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: (Depending upon the responsibilities assigned)

General or traffic engineering principles and practices as applied to municipal public works.

Techniques for preparing designs, plans, specifications, estimates, reports and recommendations related to the public works.

Municipal operations as they relate to other City departments and divisions.

Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

Perform technical engineering work of a complex nature with a minimum of supervision.

Establish and maintain cooperative relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible professional work experience in the field of civil engineering.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

DESIRABLE SPECIAL REQUIREMENT:

Registered Professional Engineer